



**STATE OF CONNECTICUT**  
**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**  
*A Healthcare Service Agency*

M. JODI RELL  
GOVERNOR

THOMAS A. KIRK, JR., PH.D.  
COMMISSIONER

**Access to Recovery II (ATR 2)**  
**and**  
**General Assistance Recovery Supports Program (GA RSP)**  
  
**SOBER HOUSE VENDOR ALERT**

November 26, 2008

**SUBJECT: SOBER HOUSE CENSUS REPORTING**

**EFFECTIVE DATE: Immediately**

Effective immediately, the Department of Mental Health and Addiction Services (DMHAS) and Advanced Behavioral Health (ABH) will require submission of census reports by all certified and contracted sober house sites that receive reimbursement via ATR 2 and/or the GA RSP. As stated in the GA RSP Sober Housing Contractor Agreement (Sections 15 and 16) and ATR 2 Provider Agreement (Section 2), contractors are required to maintain, and provide when requested, records relating to housing services provided to GA RSP and ATR 2 service recipients, including admission and discharge dates.

Census reports shall be faxed to Advanced Behavioral Health at **1-866-249-8766** at the end of each month. Contractors may fax in their own census report document or may use the one that has been provided (see attached). At a minimum, census reports shall contain the following information for all sober house residents subsidized by DMHAS in the given month: contractor's name and service address (including unit #); and service recipient's full name, gender, admission date, discharge date (if applicable), and DMHAS program (ATR 2 or GA RSP).

Census reports received after the 5<sup>th</sup> day of the subsequent month will be considered late. The first reporting period will be from December 1 to December 31, 2008, and census reports shall be due to ABH by January 5, 2009. Please be sure to fax census reports to ABH prior to this deadline to avoid any interruptions in service.

If you require technical assistance or have additional questions, please contact: **Beth Lawton at (860) 704-6970 or blawton@abhct.com**